



Employer of *choice*

## Market Risk Income Modeling Analyst

Department: Market Risk Analysis  
Reports To: Senior Market Risk Analyst  
Supervises: None

Classification: Exempt  
Posting Date: 03/03/2010

### Role:

Under general supervision, established procedures and in accordance with established FHLBank risk management policies as amended from time to time, generates and analyzes the FHLBank's income simulation analysis to allow senior management and the board of directors to measure, evaluate and manage the FHLBank's risk profile. Works closely with the Banking & Treasury Strategies department to document replacement assumptions and scenarios used in income modeling for monthly analysis, strategic planning and risk management scenarios.

### Major Duties and Responsibilities:

(E) Essential or  
(N) Nonessential

- |     |   |   |
|-----|---|---|
| 30% | Prepare and conduct analyses of the sensitivity of the FHLBank's income to changes in interest rates and other related measures such as prepayment speeds and volatility.   | E |
| 20% | Research and develop alternative income simulation methodologies that incorporate dynamic modeling relationships, including Monte Carlo techniques and applications.  | E |
| 15% | Conduct quality control reviews to ensure accuracy of financial model inputs and outputs, and establish relevant reconciliations, procedures and controls to manage data and system integrity.  | E |
| 15% | Work with the Banking & Treasury Strategies department on scenario development for use in both strategic planning and risk management purposes in order to assist in asset/liability and risk management of the FHLBank. Ensure that scenarios are robust enough to provide senior management with sufficient information to evaluate potential risks to the FHLBank's income in the short-term (three to six-months) and long-term (six-months to five years as applicable). | E |
| 10% | Work with the Banking & Treasury Strategies department in the development of replacement assumptions for all scenarios being modeled.   | E |
| 5%  | Prepare reports for and participate as a member of the Market Risk Analysis Committee.  | E |
| 5%  | Perform other duties as assigned.   | N |

### Expectations:

1. Accurate and timely calculation/reporting of the income risk measures for asset/liability and risk management purposes.
2. Complete assigned duties and responsibilities paying close attention to detail.
3. Established controls and procedures are consistently updated, maintained and adhered to.

### Knowledge and Skills:

Experience:

Education:

Interpersonal Skills:

Three years to five years of similar or related experience.

Equivalent to a college degree.

Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the organization for purposes of giving or obtaining information, building relationships, or soliciting cooperation.

Other Skills:

1. Bachelors degree in accounting or finance.
2. At least three years previous accounting or modeling experience required with concentrated effort in a financial institution setting preferred.
3. Superior PC skills with emphasis on spreadsheet and database applications.
4. CPA or CMA certificate preferred, but not required.
5. Ability to conduct mathematical analysis of financial instruments.
6. Intermediate knowledge of investment and derivative product characteristics desirable.
7. Experience with income forecasting models a plus.
8. Must be able to work and travel independently.

- **Physical Demands:** Performs sedentary work, sitting at desk and/or typing. Stoops and bends when using files. Occasionally reaches for, lifts, carries, and handles relatively light office equipment and materials.

**Lifting Requirements:** up to 5 lbs.

**Frequency of Moving/Lifting:** 0 - 25% of the time

**Pushing Requirements:** 0 - 25 lbs.

- **Visual, Hearing, dexterity, and Mental Demands:**

**Vision:** Requires concentrated visual attention that must be maintained for sustained periods.

**Hearing:** Good hearing acuity is required to perform the essential function of the job, such as hearing telephone callers and accurately responding to participants in classes.

**Speaking:** Good communication skills required.

**Dexterity:** Finger dexterity and eye-hand coordination is necessary in computer use, typing and operating AV equipment.

**Mental Demands:** Ability to handle multiple task simultaneously, ability to problem solve, memory for details, ability to prioritize, and ability to maintain concentrated mental and visual attention for sustained periods.

- **Working Conditions:** Works in a clean, well-lighted, heated and ventilated office.

**Hazardous Waste Exposure** minimal and limited to general cleaning and normal office supplies.

**This Job Description is not a complete statement of all duties and responsibilities comprising this position.**

In addition to a rewarding, team oriented work environment, FHLBank Topeka offers opportunities for growth and development, an attractive benefit package including health and dental insurance, 401(k), short-term incentive and much more. If interested please submit resume with salary requirements to:

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## Application & Systems Administrator II External Posting

Posting Date: 02/25/2010

Department: IT

Reports To: Networks & Operations Manager

Supervises: None

Classification: Exempt

### Role:

Under limited supervision, provides expert level technical expertise to the department and organization in technologies and processes common to application and system administration. Provides primary support for Microsoft Exchange, Sharepoint, Internet Information Server and Instant Messaging services. Monitors systems to ensure optimal performance and stable, secure systems. Work closely with application development staff to ensure infrastructure issues are addressed within the SDLC. Provide second level technical expertise to front line Operations staff members.

### Major Duties and Responsibilities:

- |   | (E) Essential or<br>(N) Nonessential |
|---|--------------------------------------|
| 35% Administer all aspects of the E-mail, Sharepoint, Instant Messaging and Web application support to ensure reliability and security. Conducts research and provides recommendations on new technology as needed.   | E                                    |
| 35% Works closely with application development project teams to ensure infrastructure issues are addressed within the SDLC. Helps project teams ensure successful handoff into the QA and Production environments. Act as the primary contact for installing projects in QA and Production. | E                                    |
| 10% Recommend standards, conventions, controls, policies and procedures in all areas of expertise.  | E                                    |
| 10% Provide mentoring to junior staff and second level technical expertise to Operations staff. Act as a backup and resource to other members of the Networks team.   | E                                    |
| 10% Other duties as required.   | E                                    |

### Expectations:

1. A self-motivated interest of the job.
2. Advanced knowledge of Microsoft Exchange, Sharepoint, Instant Messaging and Web application administration and troubleshooting.
3. Ability to assist in providing system support services on-site and via telephone during working hours and on-call after normal working hours as required.
4. The ability to plan and implement all aspects of a significant hardware and/or software rollout.
5. Continuously expand skill set by learning new techniques, methods and systems.
6. Ability to balance multiple jobs, priorities and deadlines.
7. Ability to quickly assimilate and take advantage of new technologies.
8. Strong service orientation, creativity, initiative and resourcefulness.
9. Ability to document issues, architecture and decisions made.
10. Demonstrated leadership abilities.
11. Ability to explain network issues, architecture and decisions to auditors and answer questions.
12. Detail oriented, ensures projects are completed accurately and on time.

13. Demonstrates awareness of the need for constant process improvement and is willing to identify, offer suggestions for improvement, and actively participate in their implementation.
14. Comfortable with a certain degree of uncertainty and fast-paced environment.

#### Knowledge and Skills:

- Experience: Fully competent professional with three to five years of similar or related professional experience.
- Education: Equivalent to a college degree and a professional certificate or a graduate degree.
- Interpersonal Skills: Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the organization, generally regarding routine matters for purposes of giving or obtaining information which may require some discussion.
- Other Skills:
  1. Professional certification with exam(s) in one of the following technologies required: Microsoft Exchange, Sharepoint, IIS or Communication Server.
  2. Knowledge and experience supporting Microsoft Exchange required. Hands on experience with server hardware and operation systems required.
  3. Experience supporting COM applications preferred. Experience supporting IIS running classic ASP and ASP.Net web applications required.
  4. Knowledge of and experience with TCP/IP networking, security standards and procedures required.
  5. Experience with Agile methodology a plus.
  6. Ability to troubleshoot problems and research capabilities of current or proposed products.
  7. Ability to give or take direction from and work cooperatively with other team members.
- **Physical Demands:** Performs sedentary work, sitting at desk and/or typing. Stoops and bends when using files. Occasionally reaches for, lifts, carries, and handles relatively light office equipment and materials.
  - Lifting Requirements:** up to 5 lbs.
  - Frequency of Moving/Lifting:** ~~25%~~ 50% of the time
  - Pushing Requirements:** 0 - 25 lbs.
- **Visual, Hearing, dexterity, and Mental Demands:**
  - Vision:** Requires concentrated visual attention that must be maintained for sustained periods.
  - Hearing:** Good hearing acuity is required to perform the essential function of the job, such as hearing telephone callers and accurately responding to participants in classes.
  - Speaking:** Good communication skills required.
  - Dexterity:** Finger dexterity and eye-hand coordination is necessary in computer use, typing and operating AV equipment.
  - Mental Demands:** Ability to handle multiple tasks simultaneously, ability to problem solve, memory for details, ability to prioritize, and ability to maintain concentrated mental and visual attention for sustained periods.
- **Working Conditions:** Works in a clean, well-lighted, heated and ventilated office.
  - Hazardous Waste Exposure** minimal and limited to general cleaning and normal office supplies.

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## Operations Risk Analyst 2 Positions Open

Posting Date: 03/26/2010

Department: Operations Risk

Reports To: Senior Operations Risk Manager

Classification: Exempt

Supervises: None

### Role:

Supports the FHLBank operations risk function by: (1) implementing and maintaining the FHLBank's operational risk assessment framework and methodologies for identifying, evaluating, monitoring and reporting associated risks; and (2) administering the FHLBank Sarbanes-Oxley (SOx) compliance efforts by reviewing and updating SOx documentation, performing walk-throughs of significant SOx 404 processes, testing entity-level controls and conducting fraud risk assessments to ensure reliability and transparency of financial reporting, effectiveness and efficiency of operations and compliance with applicable laws and regulations.

### Major Duties and Responsibilities:

- |     |  | (E) Essential or<br>(N) Nonessential |
|-----|--|--------------------------------------|
| 35% | Implements and maintains the FHLBank operations risk function by facilitating the business unit risk assessment process, participating in risk assessment workshops, identifying risk gaps and control weaknesses, recommending key process improvement opportunities and assisting in the development of appropriate risk management strategies. Responsible for creating and enhancing the operations risk management awareness, ownership, and culture at all levels within the FHLBank.  | E                                    |
| 35% | Maintains all aspects of the FHLBank's SOx Section 404 compliance program by facilitating updates to SOx 404 process level documentation, performing walk-throughs of significant SOx 404 processes, performing entity-level control testing, compiling and tracking SOx 404 test exceptions and gathering information requested from the external auditors in conjunction with the annual SOx 404 attestation. Works with the Internal Audit department to modify SOx 404 documentation and business unit risk assessment information for findings and observations identified during regularly scheduled audits. | E                                    |
| 15% | Assists with the implementation of the operational risk loss event process by facilitating the internal reporting of operational loss events. Identifies process improvements to reduce the risk of future operational risk events and potential losses to the FHLBank.  | E                                    |
| 10% | Assists the Senior Operations Risk Analyst in conducting ongoing fraud risk assessments at the business unit and entity level.   | E                                    |
| 5%  | Performs other related duties as assigned.   | E                                    |

### Expectations:

1. Complete assignment (i.e., risk assessments, SOx Section 404 walk troughs, entity-level testing procedures, etc.) within established deadlines.
2. Develop a working knowledge of all areas of the organization in order to develop a clear understanding of the FHLBank's key functional processes and help implement solutions that enhance and refine risk management performance.
3. Understand and document key enterprise risks and controls, including the ability to discern strengths and weaknesses.
4. Stay abreast of changes in risk management and SOx compliance requirements.

5. Develop strong partnerships with all levels of management to help evaluate risks and enhance internal controls.
6. Communicate to the Senior Operations Risk Analyst any concerns, performance issues and/or other applicable information related to FHLBank's risk assessment and SOx Section 404 compliance programs.

### Knowledge and Skills:

Experience: Three years to five years of similar or related experience.  
Education: Equivalent to a college degree.  
Interpersonal Skills: A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and is usually of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.  
Other Skills:

1. Undergraduate degree in accounting or other related discipline is required.
2. Master's degree, CPA or CIA professional certification is preferred.
3. Strong communication skills, both oral and written; good interviewing skills.
4. Comprehensive knowledge and practical experience of SOx Section 404, internal control system processes and risk management methodologies.
5. General knowledge of generally accepted accounting and auditing standards.
6. Ability to work with a variety of staff to achieve departmental and corporate goals.
7. Ability to work in a rapidly changing field and consistently meet deadlines.
8. Inquiring mindset with the ability to think logically.
9. Advanced knowledge of/experience using MS Office including Word, Access, Excel PowerPoint and Visio.
10. Must be able to work or travel independently and operate all types of general office equipment.

Physical Demands: Performs sedentary work, sitting at desk and/or typing. Stoops and bends when using files. Occasionally reaches for, lifts, carries, and handles relatively light office equipment and materials.

Lifting Requirements: up to 10 lbs.

Frequency of Moving/Lifting: 0 - 25% of the time

Pushing Requirements: 0 - 25 lbs.

Visual, Hearing, dexterity, and Mental Demands:

Vision: Requires concentrated visual attention that must be maintained for sustained periods.

Hearing: Good hearing acuity is required to perform the essential function of the job, such as hearing telephone callers and accurately responding to participants in classes.

Speaking: Good communication skills required.

Dexterity: Finger dexterity and eye-hand coordination is necessary in computer use, typing and operating AV equipment.

Mental Demands: Ability to handle multiple task simultaneously, ability to problem solve, memory for details, ability to prioritize, and ability to maintain concentrated mental and visual attention for sustained periods.

Working Conditions: Works in a clean, well-lighted, heated and ventilated office.

Hazardous Waste Exposure minimal and limited to general cleaning and normal office supplies.

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## Director of Housing & Community Development

Department: Housing & Community Development  
Reports To: Director of Corporate Services  
Supervises: Three to Six

Classification: Exempt  
Posting Date: 03/31/2010

### Role:

Provides direct leadership and management with respect to the Housing & Community Development Department (HCD). Responsible for strategic planning, overall direction and effective and efficient administration of HCD departmental activities. Interacts with the Bank's executive and senior management to assure that targeting lending and grant processes (CICA, AHP and Bank-developed) are addressed from both a regulatory and strategic perspective. Helps ensure that an environment exists within the HCD department that promotes the development of and adherence to good internal controls resulting in compliance with: all applicable laws, regulations, policies and procedures. Responsible for developing, gaining appropriate approval and implementing policies and procedures relating to affordable housing and targeted community lending efforts by the Bank.

### Major Duties and Responsibilities:

(E) Essential or  
(N) Nonessential

- |     |  |   |
|-----|--|---|
| 50% | Provide leadership and management within the HCD department. Takes an active role in FHLBank System efforts relating to the promotion, implementation and planning of targeted lending and grant activities. Provides a high level of review and oversight regarding all HCD programs to ensure that housing and community development needs of the district's communities and stockholders are met. Responsible for policy development and appropriate research concerning how the Bank achieves its mission purpose in the 10 <sup>th</sup> district. Responsible for a high level review and oversight of all technical assistance afforded to stockholders and housing and community development organizations and agencies. | E |
| 35% | Oversee the development of automated processes that replace manual processes as well as automation created to address newly-created programs.  | E |
| 5%  | Promotes the Bank's HCD programs to: stockholders; local, district, regional and national housing agencies/advocates; etc.   | E |
| 5%  | Directly interacts with the Bank's Affordable Housing Advisory Council and the Housing and Governance Committee of the board of directors on a regular basis.  | E |
| 5%  | Performs other related duties as assigned.   | N |

### Expectations:

1. Ensures that the HCD department is operating in alignment with the Bank's strategic business plan by providing direction and management for the department.
2. Establishes and maintains productive working relationships with the Affordable Housing Advisory Council, Housing and Governance Committee of the board and Bank executive and senior management.
3. Positively represents the Bank's HCD management at the FHLBank system level by attending HCD System meetings.
4. Assists in the effective design and delivery of public presentations promoting the Bank's HCD programs to interested stakeholders.
5. Ensures that all management, regulatory and audit concerns are promptly attended to and handled in an effective manner.

## Knowledge and Skills:

- Experience: Five years to eight years of similar or related experience.
- Education: Equivalent to a college degree.
- Interpersonal Skills: A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and is usually of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
- Other Skills: 1. Minimum of a four-year college degree in a field related to community economic development. Master's degree preferred.  
2. A minimum of ten years senior management experience in the areas of housing or community development financing.  
3. Good understanding and demonstrated competence in advanced management practices and methods.  
4. High level understanding and practical experience relating to technical issues and methods concerning targeted lending for housing and community development.  
5. Formal training in housing or community development finance/credit a plus. Direct experience in housing and community development finance/credit helpful.  
6. Knowledge of and experience in the financial services industry is a plus.  
7. Excellent analytical and strategic skills a must.  
8. Strong written and verbal communication skills a must.  
9. Must be able to work and travel independently.  
10. Personal computing skills including knowledge of Microsoft Office
- PHYSICAL DEMANDS: Performs sedentary work, sitting at desk and/or typing. Stoops and bends when using files. Occasionally reaches for, lifts, carries, and handles relatively light office equipment and materials.  
Lifting Requirements: up to 5 lbs.  
Frequency of Moving/Lifting: 0 - 25% of the time  
Pushing Requirements: 0 - 25 lbs.
- VISUAL, HEARING, DEXTERITY AND MENTAL DEMANDS:  
Vision: Requires concentrated visual attention that must be maintained for sustained periods.  
Hearing: Good hearing acuity is required to perform the essential function of the job, such as hearing telephone callers and accurately responding to participants in workshops.  
Speaking: Good communication skills required.  
Dexterity: Finger dexterity and eye-hand coordination is necessary in computer use, typing and operating AV equipment.  
Mental Demands: Ability to handle multiple task simultaneously, ability to problem solve, memory for details, ability to prioritize, and ability to maintain concentrated mental and visual attention for sustained periods.
- WORKING CONDITIONS: Works in a clean, well-lighted, heated and ventilated office.  
Hazardous Waste Exposure minimal and limited to general cleaning and normal office supplies.

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Employer of *choice*

## IT Intern

*This is a regular, part-time position*

This Job Description is not a complete statement of all duties and responsibilities comprising this position.

### Role:

Under direct supervision, provide assistance to all areas of IT. For networks area, assist Bank personnel through support and training in the use of PC applications, personal computers, and end-user peripherals. For IT governance area, perform IT compliance testing. For the software development area, assist other BA/QA staff with requirements definition and prioritization, software testing and defect tracking resolution.

### Major Duties and Responsibilities:

(E) Essential or  
(N) Nonessential

- |     |  |   |
|-----|--|---|
| 30% | Perform supervised network administration and end user support duties such as server configuration, user account administration and PC troubleshooting.  | E |
| 30% | Performs IT compliance testing, investigates deficiencies, defines underlying problem and assists in defining and implementing a resolution.   | E |
| 30% | Assists with the preparation of test plans, scenarios and test data and executes a variety of test types. Assists with the identification, documentation and/or tracking of the resolution of defects in all testing stages. | E |
| 10% | Perform other related duties and special projects as assigned.   | N |

### Expectations:

1. Ability to work independently and as part of a team to accomplish specified objectives.
2. To independently manage workload and set priorities while accommodating deadlines and projects assigned.
3. Maintain professional and courteous relationships with FHLBank Topeka business partners.
4. Timely communication with IT managers for status or problem reporting.
5. Ability to write brief memos, status reports or problem resolutions.
6. Willingness to adapt to changing business and technical environments.
7. Continuously expand skill set by learning new techniques. Share knowledge and experience with others.

### Knowledge and Skills:

- |                       |  |
|-----------------------|--|
| Experience:           | From three months to one year of similar or related professional experience.   |
| Education:            | Equivalent to a high school degree.  |
| Interpersonal skills: | Normal courtesy in dealing with others is required. Work involves minimal contacts, usually within the organization. Contact usually involving routine, non-sensitive issues.  |
| Other Skills:         | <ol style="list-style-type: none"><li>1. Completion of sophomore year of college toward a business related or computer information systems undergraduate degree is required.</li><li>2. Knowledge of the banking industry.</li><li>3. Effective verbal and written communication skills.</li><li>4. Knowledge and proficient use of Microsoft Windows and MS Office applications including Word and Excel.</li><li>5. Familiarity with TCP/IP preferred.</li><li>6. Experience with Agile development methods is a plus.</li><li>7. Ability to think orderly, logically and analytically, and strong problem solving skills.</li><li>8. Resourcefulness and creativity in the execution of job tasks.</li><li>9. Must be goal-oriented and have a strong sense of team solidarity.</li></ol> |

**Physical Demands:** Performs sedentary work, sitting at desk and/or typing. Stoops and bends when using files. Occasionally reaches for, lifts, carries, and handles relatively light office equipment and materials.

Lifting Requirements: up to 5 lbs.

Frequency of Moving/Lifting: 25 - 50% of the time

Pushing Requirements: 0 - 25 lbs.

**Visual, Hearing, Dexterity, and Mental Demands:**

**Vision:** Requires concentrated visual attention that must be maintained for sustained periods.

**Hearing:** Good hearing acuity is required to perform the essential function of the job, such as hearing telephone callers and accurately responding to participants in classes.

**Speaking:** Good communication skills required.

**Dexterity:** Finger dexterity and eye-hand coordination is necessary in computer use, typing and operating AV equipment.

**Mental Demands:** Ability to handle multiple task simultaneously, ability to problem solve, memory for details, ability to prioritize, and ability to maintain concentrated mental and visual attention for sustained periods.

**Working Conditions:** Works in a clean, well-lighted, heated and ventilated office.

Hazardous Waste Exposure minimal and limited to general cleaning and normal office supplies.

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## Audit Intern

*This is a regular, part-time position*

This Job Description is not a complete statement of all duties and responsibilities comprising this position.

### Role:

Under direct supervision, performs assigned internal audit procedures and SOx testing, as part of the total internal audit plan. Work performed includes coverage of functional and operating units, focusing on compliance and financial and operational processes. This position also works on special projects as assigned by internal audit management. Audit procedures assigned are of lesser to moderate complexity and require the exercise of some judgment.

### Major Duties and Responsibilities:

(E) Essential or  
(N) Nonessential

80%	Tests controls to ensure reliability and transparency of financial reporting, effectiveness and efficiency of operations, and compliance with applicable rules, regulations, guidelines, policies and procedures.	E
10%	Analyzes and documents the audit area by reviewing existing documentation or developing documentation, such as detailed narratives and flowcharts, applicable policies and procedures, business unit risk assessments, etc.	E
10%	Performs other related duties as assigned or requested.	N

### Expectations:

1. Complete assigned audits or procedures in a timely manner.
2. Understand and document key internal controls, including the ability to discern strengths and weaknesses.
3. Maintain professional and courteous relationships with auditees.
4. Communicate effectively in writing (e-mails, memos and audit reports) and in verbal communications (meetings with auditees and others).
5. Work cooperatively with all members of the Internal Audit department.

### Knowledge and Skills:

Experience:	One month to twelve months of similar or related experience.
Education:	Equivalent to a high school education.
Interpersonal Skills:	Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the organization for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
Other Skills:	<ol style="list-style-type: none"> <li>1. Completion of at least sophomore year of college towards an undergraduate degree in accounting (or equivalent work experience) is required.</li> <li>2. Knowledge of generally accepted accounting principles and auditing standards and the ability to work independently.</li> <li>3. Knowledge of internal control system processes and risk management methodologies.</li> <li>4. Strong written and verbal communication skills.</li> <li>5. MS Office including Word, Access, Excel and Visio.</li> <li>6. Must be able to work and travel independently and operate all types of general office equipment.</li> </ol>

**PHYSICAL DEMANDS:** Performs sedentary work, sitting at desk and/or typing. Stoops and bends when using files. Occasionally reaches for, lifts, carries, and handles relatively light office equipment and materials.

Lifting Requirements: up to 5 lbs.

Frequency of Moving/Lifting: 0 - 25% of the time

Pushing Requirements: 0 - 25 lbs.

**VISUAL, HEARING, DEXTERITY AND MENTAL DEMANDS:**

Vision: Requires concentrated visual attention that must be maintained for sustained periods.  
Hearing: Good hearing acuity is required to perform the essential function of the job, such as hearing telephone callers and accurately responding to participants in classes.  
Speaking: Good communication skills required.  
Dexterity: Finger dexterity and eye-hand coordination is necessary in computer use, typing and operating AV equipment.  
Mental Demands: Ability to handle multiple task simultaneously, ability to problem solve, memory for details, ability to prioritize, and ability to maintain concentrated mental and visual attention for sustained periods.

**WORKING CONDITIONS:** Works in a clean, well-lighted, heated and ventilated office.  
Hazardous Waste Exposure minimal and limited to general cleaning and normal office supplies.

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Employer of *choice*

## Capital Markets Intern

*This is a regular, part-time position*

This Job Description is not a complete statement of all duties and responsibilities comprising this position.

### Role:

Under direct supervision, performs assigned Capital Markets department activities and assists the Director of Capital Markets and the Capital Markets department by developing research to support the FHLBank's funding, hedging and investment strategies. Assists in the development and refinement of the FHLBank's profitability analysis and reporting and provides administrative and documentation support for the FHLBank's investment, liability and derivative portfolios.

(E) Essential

(N) Nonessential

### Major Duties and Responsibilities:

35%	Assist in research to support the FHLBank's funding, hedging and investment strategies.	E
30%	Assist in the development and refinement of the FHLBank's profitability analysis.	E
30%	Provide administrative and documentation support for the FHLBank's investment, liability and derivative portfolios.	E
5%	Performs other related duties and special projects as assigned.	E

### Expectations:

1. To independently manage workload and set priorities while accommodating deadlines and projects assigned.
2. Maintain professional and courteous relationships with FHLBank Topeka associates.
3. Provide friendly, professional and personal service to all internal and external contacts.

### Knowledge and Skills:

Experience:	One month to twelve months of similar or related experience.
Education:	Equivalent to a high school education.
Interpersonal Skills:	Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the organization for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
Other Skills:	<ol style="list-style-type: none"><li>1. Completion of at least sophomore year of college toward an undergraduate degree in business or finance required.</li><li>2. Knowledge of banking and the thrift industry.</li><li>3. Effective verbal and written communication skills.</li><li>4. Knowledge and proficient use of MS Office applications including Word, Access and Excel. Access database query writing skills preferred.</li></ol>

**Physical Demands:** Performs sedentary work, sitting at desk and/or typing. Stoops and bends when using files. Occasionally reaches for, lifts, carries, and handles relatively light office equipment and materials.

**Lifting Requirements:** up to 5 lbs.

**Frequency of Moving/Lifting:** 0 - 25% of the time.

**Pushing Requirements:** 0 - 25 lbs.

**Visual, Hearing, dexterity, and Mental Demands:**

**Vision:** Requires concentrated visual attention that must be maintained for sustained periods.

**Hearing:** Good hearing acuity is required to perform the essential function of the job, such as hearing telephone callers and accurately responding to participants in classes.

**Speaking:** Good communication skills required.

**Dexterity:** Finger dexterity and eye-hand coordination is necessary in computer use, typing and operating AV equipment.

**Mental Demands:** Ability to handle multiple task simultaneously, ability to problem solve, memory for details, ability to prioritize, and ability to maintain concentrated mental and visual attention for sustained periods.

**Working Conditions:** Works in a clean, well-lighted, heated and ventilated office.

**Hazardous Waste Exposure** minimal and limited to general cleaning and normal office supplies.

In addition to a rewarding, team oriented work environment, FHLBank Topeka offers opportunities for growth and development, an attractive benefit package including health and dental insurance, 401(k), short-term incentive and much more. If interested please submit resume with salary requirements to:

Recruiter, FHLBank Topeka  
P.O. Box 176  
Topeka, KS 66601  
Fax: (785) 438.6180  
E-mail: [recruiter@fhlbtopeka.com](mailto:recruiter@fhlbtopeka.com)  
EOE  
[www.fhlbtopeka.com](http://www.fhlbtopeka.com)